

20 June 1963

MEMORANDUM FOR: Mr. [ ] Deputy Director  
Space Allocations and Facilities Branch, CIA

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SUBJECT: Chairs for the New Auditorium

1. You will recall that on the occasion when you invited the views of the Fine Arts Commission with regard to the floor covering of certain portions of the floor of the auditorium we discussed the need for chairs to place behind the desks at the rear of the auditorium and which might also be used on the stage when necessary. It was the FAC view that this was desirable.

2. I have checked into this further and have invited the advice of Miss Ginberg of the Office of Federal Supply, GSA. We recommend the following specifications;

Chair: Knoll Associates, 72 P BC-1, side chair,  
legs of brushed chrome, frame of coated plastic  
fiberglass, back--black, seat--plywood, foam  
rubber, fabric. The fabric should be the same  
material and color as that which now covers  
the seats in the auditorium.

3. It is also recommended that a dozen chairs be procured to allow flexibility in their use both behind the desks and on the stage simultaneously. When not in use on the stage, they could be appropriately disposed on the platform at the rear of the auditorium.

4. For your information, I have also checked with Miss Ginberg the chairs available on the new GSA temporary furniture schedule. It is our joint view that none of these chairs would really be appropriate for use in this connection.

[ ]  
Chairman, FAC

cc: ADD/S

Asst. to DCI(Mr. [ ])

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification